

Battlefield Preservation Workshop Facilitator – Virginia Department of Historic Resources

The Department of Historic Resources (DHR) seeks the services of a qualified workshop designer, trainer and facilitator with expertise in Civil War battlefield preservation to design, develop training materials for, promote, and facilitate five regional Civil War battlefield “friends raising” workshops by November 15, 2014.

Background:

Virginia represents a model for successful cooperative Civil War battlefield preservation and stewardship. Key to the continued success of these preservation partnerships is greater public understanding of the important role played by not-for-profit organizations in protecting Civil War battlefields.

In an effort to highlight important opportunities for local preservation activism at Civil War battlefields that have yet to be claimed by local or regional preservation advocates in Virginia, DHR will organize and present five regional “friends raising” workshops in 2014 with the objective of providing training, information and guidance to a minimum of 125 people on how and why to organize a regional or local battlefield friends group, land trust or heritage area; what are best practices for such organizations; and how public and private funding and resources can be leveraged to save battlefield land. Each workshop will be designed to inspire action through presentations by credible advocates and experts stressing the imperative for citizens to take meaningful regional and local action to preserve battlefields in their communities. The design and the selection of the venues and speakers for the five workshops will be made in consultation with members of an advisory group of experts from battlefield preservation organizations. The workshops will engage each audience in actively developing possible strategies and specific action steps that could lead to longer-range preservation objectives in their communities. This project is funded through a generous grant to the Department of Historic Resources from the National Park Service’s American Battlefield Protection Program (ABPP). (GA-2287-13-024). All materials produced under this grant will become the property of DHR and the NPS ABPP.

Duties and Responsibilities

The project consultant will design, develop training materials for, promote, and facilitate five regional Civil War battlefield “friends raising” workshops in collaboration with DHR staff and a working group of expert advisors. The five workshops will be held by November 15, 2014. The project consultant will be responsible for the duties outlined below as well as for other duties as may be required in the course of the project:

1. Workshop Design and Agenda: develop and finalize the agendas, including selection of venues, session topics, speakers, presentations, and field tours with DHR and NPS staff;
2. Speaker & Presenter Selection: identify and invite subject matter experts to participate as speakers/presenters at the workshops in collaboration with DHR staff and working group of advisors;
3. Target Audiences: develop and finalize venues and a list of target attendees and organizations for each regional workshop and coordinate invitations with DHR staff;
4. Training Manuals: conduct a survey of existing battlefield friends groups, trusts and heritage areas in Virginia to seek their input; research, develop and produce a training manual, power point presentations and other training materials for workshop attendees;

5. Workshop Promotion\Registration: design, produce and distribute a promotional brochure; develop and manage a process for on line registrations and for collection of registration fees;
6. Presentations: coordinate submission of presentations and materials by speakers and presenters.
7. Progress Reports: submit written quarterly progress reports to DHR staff regarding project deliverables.
8. Events: facilitate and participate in each of the five regional workshops.
9. Post-Event Reports: produce and distribute the final training manual and materials to participants and for online posting. Produce and distribute final reports and deliverables.
10. General: assist in all other workshop areas as necessary.

A working group of advisors with expertise in both public and private battlefield preservation practices in Virginia will review and comment on the proposed design, venues, speakers, training materials, brochure and other deliverables as they are presented by the project consultant to DHR in draft form.

The project consultant shall be expected to respond fully and appropriately to the comments and guidance of the working group.

Desired Skills

The successful candidate for this position should demonstrate accuracy and attention to detail in his or her work, the ability to set priorities when multiple demands are present and to work at his or her own initiative. The position requires strong management skills, strong written and oral communication skills, a professional and positive demeanor, the ability to work independently as well as cooperatively within a team, the ability to design and facilitate workshops and the ability to bring divergent groups together. The candidate should also be functional in a Microsoft Office environment.

A degree level of education, or equivalent, with experience in the field(s) of history and historic battlefield preservation, land conservation, organizational development, event planning, training and/or facilitation is desired. The ideal applicant will be a proven facilitator with a track record of demonstrated success on similar projects.

Position Information

This is an hourly, temporary, contractual position and is based in DHR's office in Richmond, Virginia. Some travel will be required.

This position is open until filled. The successful candidate should be able to begin immediately upon hire.

Please submit a resume and cover letter electronically to:

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